

**ADMINISTRATIVE-INTERNAL USE ONLY**

26 July 1972

MEMORANDUM FOR: Deputy Director of Security  
for Personnel Security

SUBJECT : Annual Management Report

An interim report, concerning the Subject matter, was submitted on 21 July 1972. The attached report is submitted for your consideration to the consolidated report due COB 3 August 1972.

*for*

Acting Chief,  
Personnel Security Division

STAT

ATT:

**ADMINISTRATIVE-INTERNAL USE ONLY**

ANNUAL MANAGEMENT IMPROVEMENT AND COST REDUCTION REPORT  
(OMB Cir. A-44)

Section II - Priority Improvement Projects  
Fiscal Year 1972

ACTION

ACHIEVEMENT

- |      |   |  |
|------|---|--|
| STAT | 1. [ ] were officially revised on 30 May 1972.  | Strengthened regulations concerning unauthorized retention of classified documents.  |
|      | 2. Under the "Summer Only" Program 211 dependents were afforded a personal interview.   | Assured that each employee was made familiar with Agency policy concerning prevalent issues on an individual basis.  |
| STAT | 3. [ ] were afforded approximately 100 individuals. These primarily were Agency employees but also included casual visitors and White House Officials.  | Travelers were made aware of techniques employed in and by various countries.  |
|      | 4. Re-Investigation Program now includes all individuals who have staff or staff-like access to Agency installations. Initiations were increased from 1,225, in FY 1971, to 1,596 in FY 1972. | Assured that all individuals with TOP SECRET clearance and have access to Agency installations will come up for re-investigation in accordance with regulations. Goal for FY 1973 is 1625.           |
|      | 5. Marijuana & Drug Study Program with regard to applicant-type cases was continued for third straight year.  | Statistics are compiled to elicit experience factors in order to enhance the selection procedure process. Compilations are made as to type of drug, extent and use, age of user and location of use. |

ACTION

ACHIEVEMENT

6. On 13 May 1972 this Office, along with the Offices of Personnel and Medical Services, agreed to initiate a Drug Abuse Program. Since 1 July 1972, 210 individuals have attended lectures. Projection for FY 1973 calls for a total of 1,600.

Established a program of education for Agency employees and their spouses who have been assigned overseas.

Section VI - Productivity Improvements  
Fiscal Year 1972

ACTIVITY

GOAL

- 1.. Color coded case control system in the Support Case Section, Clearance Support Branch, has now been extended to include  cases. During FY 1972 there were 7,740 actions where this system was employed.

Provide individual case control. Past actions can be verified without calling for individual files.

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2. During FY 1972 there were a total of 617 staff retirements. Under the system established last fiscal year over 1,200 reviews on supplemental actions were not necessary. (Retirement estimations for FY 1973 not available until 4 August 1972).

Productivity improvement and ease of operations were greatly enhanced.

Section VII - Cost Reductions  
Fiscal Year 1972

NO PERSONNEL SECURITY DIVISION INPUT.